

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1188355

DATE POSTED: 12/16/13

POSITION NO: 212704

CLOSING DATE: 12/30/13

POSITION TITLE: DRIVER

DEPARTMENT NAME / WORKSITE: Navajo Area Agency on Aging/Whitecone, AZ.

WORK DAYS: M-F REGULAR FULL TIME: ☒ GRADE/STEP: Y57A

WORK HOURS: 8am - 4pm PART TIME: ☐ NO. OF HRS./WK.: _____ \$ 21,486.40 PER ANNUM

SEASONAL: ☐ Duration: _____ \$ 10.33 PER HOUR

TEMPORARY: ☐ _____

DUTIES AND RESPONSIBILITIES:

Primary responsibility is to assist the elderly in boarding and departing from the Senior Center van. Assist the cook to prepare hot meals in a special container for the Home bound clients. Maintain vehicle in good sound and operating condition. Minor maintenance of the senior center building. Inspect the senior center van on a daily basis, maintain ridership and mileage log of the vehicle. Submit required reports to the Senior Center Supervisor. Other assigned duties.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A high school diploma or GED, ***preferred***. One (1) year of experience in driving a van, delivery van or light truck. Must have a clean driving record for the past five (5) years.

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of operation and preventive maintenance on a passenger or cargo van. Knowledge of federal, state and local traffic rules and regulations. Knowledge of occupational safety and health rules and regulations. Knowledge of transporting passengers. Knowledge of customer service and public relations practices. Knowledge of geographical area and map ready. Knowledge of maintaining records, reports and logs. Skill in safely operating and transporting passengers. Skill in safely and accurately picking up and delivering a variety of goods, materials and supplies. Skill in accurately maintaining records, files and logs. Skill in performing preventative maintenance on assigned vehicles. Skill in utilizing customer service techniques when responding to inquires, requests and complaints. Skill in establishing and maintaining effective working relationships. Ability to follow oral and written instructions.

Must be physically able to drive in adverse weather conditions and must be reliable and exercise due care driving at all times. Knowledge in vehicle maintenance and mechanic.

Special Requirements:

Must possess a valid state driver's license. Within 90 days of date of hire must obtain a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate; **position requires a background check and suitability assessment prior to employment**. Must pass a physical examination. Some positions require additional certifications to be obtained within 90 days of date of hire.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.